



Assistant Director: Greening and Open Space Management (EP 09/2019)

Salary: R 470 040 per annum (all inclusive remuneration package)

Centre: Pretoria

Requirements:

- A Bachelor's Degree or an appropriate three (3) year tertiary qualification in Environmental Management, Development Studies, Natural Sciences (Zoology, Botany, and Geography), Nature Conservation, Social Sciences or equivalent qualification.
- Experience in any of the following fields: Environmental Management, Biodiversity Conservation, Landscape/ Horticulture, Spatial Environmental Planning, Community Development.
- Previous experience in Project Management, Expanded Public Works Programme and or related public employment programmes will be an added advantage.
- Knowledge of monitoring and evaluation practices, conceptualization, problem solving, process design skills, computer literacy and good communication skills.
- The successful candidate must have a valid driver's license as he/she will be expected to travel extensively and ability to work under pressure.

Duties:

- Provide content support to the Deputy Director in the planning processes (pre-planning, evaluation and recommendation of business plans) for the Greening & Open Space Management projects.
- Co-ordinate and provide administration support to the process of sourcing new projects for funding. Evaluation of project proposals received from various proponents and maintenance of records for project evaluation committees.
- Prepare quality audits plans for projects under implementation and consolidation of quality audit reports.
- Support the review of programme criteria, planning tools, guidelines and policies for Environmental Protection and Infrastructure Programme.
- Support the business plan amendment processes for projects under implementation.

- Facilitate stakeholder engagements with Branches of the department and relevant public entities.

Enquiries: Ms. N Mtalana, Tel: 012 399 9660

For Attention: Ms. Lerato Ngobeni

Closing date: 24 June 2019

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- All applications must be submitted on a signed **Z83 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License (if required) in order to be considered.
 - **Applications must be forwarded** to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
 - The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
 - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.
 - Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.
 - Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience.
 - All candidates shortlisted for SMS post will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department.
 - Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools.
 - The Department reserves the right not to make an appointment.
 - No e-mailed, faxed or late applications will be considered.
 - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.